

Sample Schedule/Timeline

This form, at minimum, must include the key or milestone activities of the project. These activities should also be addressed in the budget, that is, all elements included in the budget as grant or match; this includes the paid activities and volunteer or staff estimates.

What will be done	Who will do it	When will it be started and completed	Evaluation/ Documentation
<u>Component 1 - Inventory and Management Plan</u>			
Provide guidance to conduct inventory	Consultant	Oct 2011	Invoices
Prepare for Plats and Street Maps for Data Collection	Engineering Dept	Oct-Nov 2011	Maps/Time sheets
Purchase Inventory Software	Asst. Parks Director	Oct 2011	Invoices
Purchase clipboards and inventory supplies	Asst. Parks Director	Oct 2011	Invoices
Data Collection	Tree Board Volunteers	Nov 2011	Data/Sign in sheets/Mileage reports
Administration and volunteer coordination	Asst. Parks Director	Nov 2011	Time Sheet
Prepare management plan	Consultant / Asst. Parks Director	Dec 2011	Invoices/Time sheets
Print inventory report and management plan	Asst. Parks Director	Jan 2012	Report and Management Plan
<u>Component 2 - Prepare Draft Ordinance</u>			
Purchase reference books	Town attorney	Feb 2012	Invoices
Prepare draft municipal ordinance	Town Planner / Office Assistant / Town Attorney	March-June 2012	Time sheets / Draft Ordinance
Review Draft Ordinance	Town Attorney / Tree Board / Town Engineer	May-Aug 2012	Time sheets / Sign in sheets / Ordinance
<u>Reporting*</u>			
Submit Mid-Year Status Report	Project Coordinator	March 1, 2012	Mid-Year Status Report form
Submit Final Accomplishment Report and final Reimbursement Request	Project Coordinator	September 30, 2012	Final Accomplishment Report form; Accomplishment Narrative; additional required documentation; Request for Reimbursement form with invoices.

**The Reporting section must be included on the schedule timeline as worded here or similar language.*

Schedule/Timeline

This form, **at minimum**, must include the key or milestone activities of the project. These activities should also be addressed in the budget, that is, all elements included in the budget as grant or match; this includes the paid activities and volunteer or staff estimates.

What will be done	Who will do it	When will it be started and completed	Evaluation/ Documentation
<u>Reporting*</u>			
Submit Mid-Year Status Report	Project Coordinator	March 1, 2012	Mid-Year Status Report form
Submit Final Accomplishment Report and final Reimbursement Request	Project Coordinator	September 30, 2012	Final Accomplishment Report form; Accomplishment Narrative; additional required documentation; Request for Reimbursement form with invoices.

**The Reporting section must be included on the schedule timeline as worded here or similar language.*